

Parking, Mobility & Transport Services

Application for a Personalised Disabled Bay

Parking & Mobility Services provide a range of concessionary travel and parking schemes to give residents with disabilities greater opportunities for independent travel.

Personalised Disabled Bays may be considered in extreme circumstances for Blue Badge Holders that can only walk a very short distance in a highly congested street, with no other forms of parking available.

Please do not apply for a Personalised Disabled Bay if you can say YES to the below.

- Is there sufficient parking space on the public highway to park for most of the time?
- Do you have access to parking space off the public highway, e.g. estate car park, driveway or garage?
- Are the details on your documents (e.g. Driving Licence, V5C, Proof of Address or Tenancy Agreement) different from the details on your application?
- Do you have a short term Tenancy Agreement (i.e. less than 12 months)?

If you can say yes to any of these questions then your application may be declined

It is also worth knowing that if you hold a Blue Badge then you are entitled to a Free Residents Permit. This allows you to park within a Residents Bay as a Blue Badge will not.

Please do read through the handbook that was provided with your Blue Badge, as it will provide relevant information and guidance on parking in The London Borough of Tower Hamlets.

Eligibility Criteria for a Personalised Disabled Bay

An application may be declined if it does not meet all relevant the eligibility criteria.

- a) The applicant must have no off-street parking space available, e.g. a driveway, a garage or a housing estate with bays that can be allocated to the applicant.
- b) Parking stress in the area must be so severe that a parking space in close proximity to the applicant's home cannot be found for a major part of most days.

EITHER:

- c) In the case of a driver, that the applicant:
 - suffers from substantial and permanent ambulatory disability that results in reliance of a wheelchair; or

- experiences considerable difficulty in walking more than a short distance.

OR:

d) In the case of a passenger (i.e. where the applicant cannot or does not drive), that the driver is unable to:

- park in the road to allow the applicant out; or
- push a wheelchair from the nearest available parking space, which is an unreasonable distance away.

Exceptions may be made to this criterion if:

- the applicant requires constant attendance or the driver is unable to handle required medical apparatus in addition to the applicant;
- the driver of the vehicle resides at the same address as the applicant; and
- the vehicle is used primarily for the purpose of transporting the applicant.

The Nominated Driver must live at the same address as the Applicant.

Notes on Passenger Eligibility

Passengers will not normally qualify as a driver is expected to park as necessary to assist the disabled passenger to their home and move the vehicle afterwards. Although this may entail short-term obstruction of the highway, this is considered necessary and is therefore unlikely to be considered to be a contravention.

Completing the Application Form

Whether the Applicant is applying as a driver or a passenger, Section 1 of the application form must be completed by, or on behalf of, the person for whom the bay will be used, i.e. the disabled person. If Section 1 is not completed then the application will be rejected.

Section 2 of the application must only be completed if the Applicant cannot drive. Completing Section 2 will result in the Council applying criterion d) above instead of criterion c).

Privacy Notice

We are committed to protecting your personal information when you use Parking & Mobility Services. The Service can ensure that your privacy is respected and protected.

We need to collect your personal information so that we can provide you with the full range of our services and carry out our statutory functions. Below in the link, we outline our obligations and your rights under the General Data Protection Regulations (GDPR), which regulates the use of personal information by all public sector organisations.

https://www.towerhamlets.gov.uk/ignl/council_and_democracy/data_protection__freedom_of/data_protection__freedom_of.aspx

Section 1: Applicant's Details – this section must be completed by or on behalf of the Disabled Person who will benefit from the bay.

First Name _____

Last Name _____

Date of Birth _____ Contact Number _____

Address _____

Email _____

Vehicle Registration _____

Number of Vehicles registered at the property _____

Current bay number (please leave blank if this is a new application) _____

Section 2: Driver's Details – only to be completed if the Applicant cannot or does not drive and wishes to nominate another person as a driver.

First Name _____

Last Name _____

Date of Birth _____ Contact Number _____

Address _____

Is this person registered as a carer for the Disabled Person? **Yes / No**

Relationship to Applicant _____

DECLARATION – TO BE COMPLETED BY THE APPLICANT

Please mark to show that you have read and understood the declaration. Forms will be returned if any statement is not confirmed.

1. I confirm that I have read and understood the criteria applying to my application. ☐

Only confirm 2(a) if there is no nominated driver

2(a) I confirm that I am the disabled driver of the vehicle for which the parking bay has been requested. ☐

Only confirm 2(b) if a driver has been nominated

2(b) I confirm that the Driver named in Section 2 is my nominated driver of the vehicle for which the parking bay has been requested on my behalf. ☐

3. I confirm that I am the holder of the Blue Badge indicated in Section 1 above. ☐

4. I confirm that there is nowhere off-street such as a garage, driveway or other hard surface where my vehicle can be parked. ☐

5. I consider that parking near where I live is difficult because (please use another sheet if necessary):

Only confirm 6 if there is no nominated driver

6. I confirm that I have notified DVLA of my disability as a driver. ☐

Only confirm 7 if there is no nominated driver

7. I confirm that I have notified my insurance company of my disability as a driver. ☐

8. I give consent to the Council to contact other Council departments or external bodies as required for the purposes of verifying any information relating to this application. ☐

9. I understand that the Council may change the terms, conditions and / or eligibility criteria for a Personalised Disabled Bay ☐

10. I understand that a successful application does not guarantee that future applications will be successful. ☐

Signature: _____

Date: _____

When you have completed this form, please send it with the documents listed on page 5 to us by post or email using the details on page 6.

DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

Copies only – please do not send originals

If these documents are not included then your application may be declined

- ✓ **Driving Licence** – registered to the Applicant / Nominated Driver at the Applicant's address
- ✓ **Vehicle Logbook (V5C)** – EITHER registered to the Applicant / Nominated Driver at the Applicant's address OR a mobility vehicle
- ✓ **Insurance Documents**
- ✓ **Valid Blue Badge** – registered to the Applicant at their address and with at least six months before expiry
- ✓ **Proof of Residence** – e.g. tenancy agreement for the Applicant's address (if applicable)

EITHER:

- ✓ **Proof of Higher Rate of Disability Living Allowance – Mobility Component ("DLA")** – pages 1 and 2 of the current award letter must be submitted and must be dated within 12 months of the date of the application).

Please note that being in receipt of Attendance Allowance is not proof of eligibility

OR:

- ✓ **Proof of Personal Independence Payment ("PIP")** – a score of 8 or more for the "Moving Around" element of the Mobility Component (all pages of the award letter must be submitted and must be dated within 12 months of the date of the application)

OR:

- ✓ **If you are not eligible for DLA or PIP, the reason(s) why you are not eligible.**

Process

Only one Personalised Disabled Bay permit will be issued, which will be for the vehicle stated on the application form.

Applicants may be required to attend a mobility assessment.

Please note that new applications and renewals can take up to six weeks to be processed and may take longer if further enquiries or documentation are required.

Due to the legal requirements for amending parking restrictions, installing a new bay may take up to six months.

If an application is refused, or a decision is made on renewal to withdraw the use of the bay, there is a formal appeals process. Appeals must be made in writing within 28 days of

the date of the rejection letter. Please state clearly the reasons why you are appealing with any supporting information that you would like to be considered.

The appeal will then be reviewed at Stage 1 of the Council's complaints procedure.

Permit Validity Period and Expiry Date

Personalised Disabled Bay permits expire two months after the Blue Badge submitted with your application. This ensures that both renewals can be completed around same time while giving you time to renew your Blue Badge and submit a copy with your permit renewal application.

Renewing Your Permit

It is your responsibility to reapply for your Blue Badge in sufficient time to ensure that you can subsequently reapply for the Personalised Disabled Bay.

The renewal process is the same as for a new application. You will therefore be required to produce all relevant documentation when you reapply.

As stated above, the expiry date of the permit will be two months after that of your Blue Badge.

The Council will not remind you to apply for the bay and / or permit

Change of Circumstances

If you change your vehicle or you need a temporary permit, for example if your current vehicle is off the road, then you should contact us as soon as possible. If you do not do so then you may receive a Penalty Charge Notice.

If you no longer need your permit or bay, for example if you move to a different address, then you must inform us immediately and return your permit. If you require a permit at a new address then you will then need to submit a new application.

Contacting Us

You can write to us at the following address:

Personalised Disabled Bay Team,
Parking & Mobility Services,
585-593 Commercial Road,
London
E1 0HJ

Alternatively, you can email parking.pdb@towerhamlets.gov.uk